

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00020776e
Opening Date: 02/19/2010
Closing Date: 03/05/2010

Correctional Officer 3-Sergeant

\$3176-\$4167 Monthly (Range 47) Plus Benefits

Agency Information

The Department of Corrections is seeking a highly motivated and qualified individual as a Correctional Officer 3 located at Clallam Bay Corrections Center in Clallam Bay, Washington.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Duties

Responsible for the direct supervision of Correctional Officers in the controlled movement of staff and visitors in and out of the facility utilizing electronically controlled doors from a control booth, ensuring that all staff and visitors have proper identification.

Supervises and assists a Correctional Officer in the proper control and issuance of facility keys; including emergency, restricted and operational keys.

Ensures monitoring of fire/sprinkle alarm system and monitors the taut wire security fence computer system.

Sets up a master count sheet for formal count, ensuring accuracy and completeness.

Maintains an accountability of offenders by facility, unit, tier and cell.

Operates the teletype, NCIC/WACIC, sends and receives messages and routes them to their appropriate destination.

Conducts PDP's, PMI's and attendance reviews in accordance with policy on all assigned staff.

Provides on-the-job training utilizing the COACH program for Correctional Officers.

Trains and supervises assigned staff in the maintenance of accountability records, the operation of the UHF/VHF radios, telephones, stentofon and video monitors.

Ensures that assigned staff are familiar with post orders, key control procedures and requirements of inmates and staff as they access and egress through the control point.

Maintains knowledge of Emergency Response Plan, CBCC Operational Memorandums, DOC policies and post orders.

One day a week serves as the facility third shift sergeant, ensuring staff attendance and roster accuracy.

Conducts frequent tours and security inspections of the facility.

Responds to incidents throughout the facility.

Reviews and compiles documentation and evidence for incident reports, staff injury reports for thoroughness and accuracy.

Assists in the training of new staff as well as provide refresher training for seasoned staff.

Training will include making sure staff know their assigned post duties and responsibilities, logging procedures, report writing, and any other pertinent functions. Refresher instruction may include use of video camera, mechanical restraints, and other security related issues.

Qualifications

Graduation from high school or GED, and three years of experience as a correctional officer in adult corrections;

OR

Two years of experience as a correctional officer in adult corrections and successful completion of 30 semester or 45 quarter hours of accredited college-level course work.

Demonstrated skills to write clearly, factually, and concisely.

Demonstrated ability to recall detailed instructions, maintain attention and concentration for extended periods of time.

Demonstrated effective oral and written communication skills in routine and emergency situations.

Special Notes

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment.

Note: Pre-employment process may include drug testing.

Other Information

Department of Corrections Core Competencies for All Employees:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (360) 963-3207 or email Jennifer White at jawhite2@doc1.wa.gov.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020776* and click on Start Search.
5. Click on the link, Correctional Officer 3-Sergeant, Clallam Bay, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the

External Job Seeker Start Page. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.